



## EXAMINATION OPEN TO THE PUBLIC FIRE AND LIFE SAFETY SPECIALIST

ANNUAL \$54,624  
SALARY: \$78,884

SALARY  
GROUP: ES 22a

APPLICATION CLOSING  
DATE: JUNE 23, 2015

EXAM  
NO: 150690OCDM

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Department of Administrative Services, Office of the State Fire Marshal this class is accountable for performing as a specialist in assuring proper application of the State Fire Safety Code, adopted referenced national standards and applicable state and federal statutes.

### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **JUNE 23, 2015**.

**GENERAL EXPERIENCE:** Seven years of experience in fire code compliance plan review and inspection of buildings.

**SPECIAL EXPERIENCE:** Three years of the General Experience must have been in the inspection and review of plans and specifications for fire code compliance on large scale building projects. [Note: Large scale building projects will be interpreted as buildings exceeding 12,000 square feet in size and more than one story in height not including apartment buildings and single family residences.]

**SUBSTITUTION ALLOWED:** College training in architecture, mechanical or civil engineering or related courses in fire technology, fire and life safety systems design or a related discipline may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class will be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications including certification by the State Fire Marshal as a Fire Marshal, Deputy Fire Marshal or Fire Inspector OR to successfully complete the first program offered after appointment. (2) Incumbents in this class will be required to complete ninety hours of job related continuing education every three years in accordance with Section 29-298(a) of the Connecticut General Statutes. (3) Incumbents in this class may be required to travel. (4) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

**PHYSICAL REQUIREMENT:** Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as be able to perform the duties.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of and ability to interpret and apply building construction standards, fire and life safety codes, adopted referenced national standards, standard tests for construction materials and fire rating and applicable state and federal statutes; considerable knowledge of and ability to review complex architectural and engineering plans and specifications for large scale building projects including engineered fire and life safety protection systems and concepts; considerable knowledge of basic engineering and architectural principles, practices and methods of building design and construction; considerable knowledge of inspection practices; knowledge of building materials and equipment; some knowledge of fire suppression and investigation methods; considerable oral and written communication skills; interpersonal skills; ability to prepare and present technical material for training programs or public speaking engagements; ability to utilize computer software.

### THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

### APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT:**

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Fire and Life Safety Specialist include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Fire and Life Safety Specialist cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience conducting code compliance inspections of large scale building projects. Detail your experience interpreting and applying building construction standards, fire and life safety codes, national standards, state and federal statutes. Describe the size, type and complexity of building projects/structures that you have investigated/inspected, the nature of your responsibilities, the purpose for these inspections/investigations and the intended outcome. Indicate your experience reviewing complex architectural and engineering plans and specifications for large scale building projects relative to code compliance. Describe the nature of any corrective actions taken. (2) Consultative/training experience. Describe your experience providing consultation and technical assistance to state agencies, local code enforcement officials, architects, engineers, and other design professionals in the proper application of code and problem resolution in the design, construction, alteration or renovation of buildings including the testing of engineered systems. Be specific as to the purpose of the consultation/technical assistance, to whom it was provided, and the nature and resolution of problems with which you have dealt. Be specific regarding the type of engineering systems that you have tested. Include your experience preparing and presenting training and certification programs to local code enforcement officials, state agencies and professional organizations as well as any on-going training of staff. (3) Oral and written communication skills. Detail any public speaking experience including the topics, the audience reached, the purpose and intended outcome of the public speaking experience. Also detail your experience serving on committees, teams or taskforces. Be specific as to their nature and purpose and your actual role. Describe the types, content, format and make-up of the records, evaluations, summaries, correspondence and reports you have written. Be specific as to the nature and purpose of the written material and on whom it impacted. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by June 23, 2015.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by August 11, 2015.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.